

NHLBI Machine shop Facility

Building 10, Room B1D-510

Machine shop committee: Keir Neuman 301 496 3376, neumankc@mail.nih.gov

Eric Bennett 301 496 3319, bennette@nhlbi.nih.gov

Overview

The machine shop is a shared resource for members of the NHLBI and NMR Center community. The continuing success of the machine shop depends on the responsible and considerate conduct of all users. Because of the potential dangers present in the machine shop, and to ensure the smooth operation of the shop, users must adhere to strictly enforced safety and user guidelines detailed below. These guidelines serve two purposes: to ensure the safety of everyone using the machine shop and to ensure that the machine shop runs smoothly and efficiently. Failure to follow these guidelines will result in temporary or permanent loss of access to the machine shop facility. Due to the inherent risks in using and in particular misusing the equipment, users must adhere to the following guidelines.

1. All users of the shop must read and abide by the rules and guidelines. Failure to abide by the safety and use regulations will result in the temporary or permanent loss of machine shop access. General shop users can use all of the tools and machines except the mill and the lathe, which require individual hands-on training prior to being used.
2. Users who need to use the mill and or lathe will need to receive basic training in the safe and proper use of the machines from one of the authorized users.
3. The machine shop is well equipped with hand and machine tools that will be replaced as needed. If special tools are required it will be up to the individual to obtain them and store them somewhere other than the shop.

I have read and will abide by the safety and use regulations for the NHLBI Machine Shop Facility.

I understand that failure to abide by these regulations will result in the temporary or permanent loss of machine shop access.

Signed on this _____ day of _____, _____.

NHLBI Machine Shop User: _____
Printed Name Signature

I have received hands-on training to use the:

1. Mill Date: M / D / Y Trained by: Printed name _____ Signature _____
2. Lathe Date: M / D / Y Trained by: Printed name _____ Signature _____

Safety Guidelines for the NHLBI Machine Shop Facility

1. Wear Safety glasses when you or anyone in the shop is using the mill, lathe or power tools.
2. Do not work alone outside of normal working hours (8:00AM-5:00PM M-F).
3. Wear suitable clothing. Long pants and closed toe, flat soled shoes must be worn when working with any machine tools or equipment.
4. Remove ID lanyards and all loose fitting rings, necklaces, bracelets, and wristwatches while working in the shop.
5. Long hair must be tied back or secured under a cap while operating machinery.
6. Do not operate machinery or power tools that you are unfamiliar with until you have had instruction from machine shop staff. The mill and lathe require hands on training from one of the authorized users.
7. If a machine breaks or is not working properly, cease using it, report the problem to one of the shop coordinators and leave a sign on the equipment describing the problem.
8. Clean up after yourself: This means in particular cleaning metal chips and other debris from the machines and floor and returning all tools and supplies to their proper location. The shop should always be left in a condition that is as good as or better than you found it.
9. Do not leave large projects in progress in the machine shop. If you must leave a small project for a day, clearly label it with your name, contact information and the date. Material left for more than a couple of days will be assimilated.
10. The tools in the shop are for common use. Do not borrow them or take them out of the shop without permission.